

**THE OFFICE OF RECORDER WAS THE FIRST
CONSTITUTIONAL OFFICE IN COUNTY
GOVERNMENT IN INDIANA**

**BARBARA BEST
HARRISON COUNTY RECORDER
245 ATWOOD ST SUITE 201**

**CORYDON, IN 47112
OFFICE 812-738-3788
FAX: 812-738-1153
EMAIL: bbest@harrisoncounty.in.gov**

YOUR COUNTY RECORDER:

- Records any instrument for recording, providing it meets essential requirements. (See below).
- Records Deeds, Mortgages, Assignments, Releases, Power of Attorney, Real Estate Contracts, Annexations, Trustee Elections, Affidavits, Surveys, Federal Tax Liens, Mechanics Liens, Miscellaneous Liens, Military Discharges, Articles of Incorporation, Cemetery Deeds, Bonds, Plats, Condominiums, Firms Doing Business Under Assumed Names, Delinquent Sewer Liens, and Miscellaneous Instruments.
- Files Uniform Commercial Code instruments.
- Supplies copies of any instrument and certifies to those recorded upon request. (Fee charged).

ESSENTIAL RECORDING REQUIREMENTS

Acknowledgments: To entitle any conveyance, mortgage or instrument of writing to be recorded.

Legibility of Names: Typed or printed under each signature exactly as signed.

Name of Person Preparing Instrument: Each document affecting real estate.

Notarized Documents: Requires county residence of Notary, commission expiration, SEAL OR STAMP.

Transfer of Deeds for Taxation: Endorsement by Auditor before recording.

Release of Satisfaction of Liens: May be executed by President, Vice-President, Cashier, Secretary, Treasurer, General Manager.

Affirmation statement required on all relevant Documents.

RECORDER'S FEE SCHEDULE

RECORDING FEES:

- (1) DEEDS, not exceeding 8 ½" x 14"\$16.00
Each additional Page, not exceeding 8 ½" x 14"2.00
- (2) MORTGAGES, not exceeding 8 ½" x 14"14.00
Each additional page2.00
- (3) AFFIDAVITS/MISCELLANEOUS DOCUMENTS,
not exceeding 8 ½" x 14"11.00
Each Additional Page, not exceeding 8 ½" x 14"2.00
- (4) EACH RELEASE/PARTIAL RELEASE/ASSIGNMENT/
SUBORDINATION (1 PER DOCUMENT)
not exceeding 8 ½" x 14"12.00
Each Additional Page, not exceeding 8 ½" x 14"2.00
- (5) OVER-SIZED SURVEYS 8 ½" x 14" 20.00
Each Additional Page exceeding 8 ½" x 14"5.00
- (6) MECHANICS LIEN with one first-class mailing.....13.00
Each Additional Page and/or Mailing.....2.00

ADDITIONAL SERVICES:

- (7) EACH CROSS REFERENCE of a recorded document.....1.00
- (8) Furnishing photographic copies, per page.....1.00
- (9) Certifying or acknowledging a document.....5.00
- (10) **EACH NON-CONFORMING PAGE**.....1.00
Documents MUST BE no longer than 8 ½" x 14", be in 10-pt or LARGER, black type on white paper of at least 20# weight (no permanently bound or continuous forms), and have first and last pages with 2" margins on top and bottom, and ½" margins on each side.
IF 2"SPACE NOT AVAILABLE A COVER PAGE WILL BE REQUIRED & THE FEE IS \$2 FOR COVER PAGE*

UNIFORM COMMERCIAL CODES

- Financing Statement.....\$9.00
- More than two pages.....\$4.00Extra
- Financing Statement Amendment.....\$9.00
- More than two pages.....\$4.00Extra
- Information Request.....\$10.00
- Each Additional Name.....\$5.00

*****PLEASE SEND (LARGE) SELF-ADDRESSED/STAMPED ENVELOPE FOR RETURN FOR RETURN OR
WILL BE HELD IN PICK-UP FILE.*****